

FORM: RM 5



REQUEST FOR STUDENT RECORDS

This form is to be used to request transcripts and records for students who last attended the SJSD. Please be advised that the form must be fully completed and failure to do so may result in delay of processing. The Saint Joseph School District follows the Family Educational Rights and Privacy Act (FERPA) and will only release records to students who are 18 years of age or older. Parents and Guardians requesting school records for students under the age of 18 must present proper identification. Any other parties requesting transcripts and school records must provide proper authorization and identification.

Current Name: _____

Name(s) used while attending school: _____ Date of Birth: _____

Name of last school attended in the Saint Joseph School District _____

Graduate: Yes _____ No _____ Last Year Attended: _____

Purpose of Request: Employment Education Personal Use Immigration/Deferred Act Other: _____

Parent/Guardian Requesting Student Records

Name: _____

Relationship to Student: _____ Contact Number: _____

Please Release Student Record Information to:

Company: _____ Attention: _____

Address: _____

Email Address: _____ Fax Number: _____

Content of Student Record: (Please check all document types to be released.)

Table with 4 rows and 2 columns of checkboxes for document types: Transcript/ Grade Report Card, Attendance/Transfer History, Birth Records, Summary of Immunization, All Cumulative Records, Discipline Report, Test-MAP, ACT, SAT, Special Service IEP/Evaluation.

Date: _____ Signature: _____

Please securely fax or mail this completed/signed form to the school or to the Records Department.

Records Department
2725 Pear Street
St. Joseph, MO 64503
Telephone: 816.671.4070 Fax: 816.671.4071
Email: records.manager@sjsd.k12.mo.us

Office use only PHOTO IDENTIFICATION PRESENTED Method of Disclosure: Inspection Copy

Date: Processed By: Mailed: Faxed: Emailed: Issued to Requestor: Fee: Check/Money Order # \$ Cash \$

Fee: \$.10 per copy Acceptable Payment: Cash, Checks or Money Orders payable to St. Joseph School District